

# CAREER OPPORTUNITY

## ASSISTANT FINANCE BUDGET ANALYST

CALIFORNIA  
DEPARTMENT OF FINANCE



# JOB DESCRIPTION

## ASSISTANT FINANCE BUDGET ANALYST

The Assistant Finance Budget analyst class is the entry and first working level in the Finance Budget Analyst series. Incumbents, under supervision, perform analytical and consultative duties of average difficulty which are necessary to carry out the budget management functions of the Department of Finance.

Assistant Finance Budget Analysts perform the following tasks:

- ◆ Analyze, review, and make independent recommendations on the budgetary and related fiscal affairs of one or more State agencies or departments;
- ◆ Budget preparation, revenue forecasts, budget defense and presentation;
- ◆ Administration and control of approved expenditure plans;
- ◆ Conduct surveys and investigations of operating agencies and consult with and advise agency officials on fiscal organization, fiscal procedures, and related issues;
- ◆ Analyze budget requests and perform continuous budgetary control of appropriations;

# JOB ASSISTANT FINANCE BUDGET ANALYST DESCRIPTION

CONTINUED...

- ◆ Analyze legislation and prepare policy and issue analyses;
- ◆ Analyze and justify budget programs, gather and analyze data and make recommendations regarding issues impacted by existing or proposed fiscal policy;
- ◆ Provide information and instruction to officers and employees of State agencies concerning budget and financial procedures;
- ◆ Prepare reports and correspondence.

For additional information or questions regarding the Assistant Finance Budget Analyst classification, please contact the Department of Finance, Personnel Office at (916) 445-3368, TDD: (916) 324-6547 or write to:

Department of Finance  
Personnel Office  
915 L Street  
Sacramento, CA 95814



*The Department of Finance provides equal employment opportunity to all regardless of race, color, faith, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.*

# EMPLOYEE BENEFITS

## ANNUAL LEAVE:

LENGTH OF STATE SERVICE	ANNUAL LEAVE
1 mo.- 10 yr.	15 hr./mo.
121 mo.- 15 yr.	17 hr./mo.
181 mo.- 20 yr.	18 hr./mo.
241 mo.- 25 yr.	19 hr./mo.
Over - 25 yr.	20 hr./mo.

## HOLIDAYS:

Time-off with pay. All official State holidays (total 12) plus one personal holiday per fiscal year for permanent employees.

## HEALTH BENEFITS:

Covers employee, spouse and dependents; numerous plans available; State pays up to 100 percent of premium depending on plan selected.

## LIFE INSURANCE:

\$25,000 employer paid policy.

## RETIREMENT PLAN:

*Tier II*-Benefits are fully funded by the State. No employee contribution.

## OTHER BENEFITS:

Dental Plan, Vision Service Plan, Deferred Compensation Plan, Parental Leave, Adoption Leave, Bereavement Leave, Group Legal Services Plan, Long-Term Disability Insurance.

## TRAINING:

On-the-job training, formal job-related courses, upward mobility training, continuing education training, and individual career counseling are available.

## COLLECTIVE BARGAINING:

Finance Budget Analyst classes are excluded from collective bargaining.

# CAREER LADDER

## **PRINCIPAL PROGRAM BUDGET ANALYST III**

You are eligible to examine for Principal Program Budget Analyst III after one year of experience performing the duties of a Principal Program Budget Analyst I or two years of experience performing the duties of a Staff Finance Budget Analyst.

## **PRINCIPAL PROGRAM BUDGET ANALYST I**

You are eligible to examine for Principal Program Budget Analyst I after one year of experience performing the duties of a Staff Finance Budget Analyst or two years of experience performing the duties of an Associate Finance Budget Analyst.

## **STAFF FINANCE BUDGET ANALYST**

You are eligible to examine for Staff Finance Budget Analyst after 6 months of experience performing the duties of an Associate Finance Budget Analyst.

## **ASSOCIATE FINANCE BUDGET ANALYST**

You are eligible to examine for Associate Finance Budget Analyst after 6 months of experience performing the duties of an Assistant Finance Budget Analyst.

## **ASSISTANT FINANCE BUDGET ANALYST**

You are eligible for appointment to Assistant Finance Budget Analyst if you meet the minimum qualifications as stated in the *Career Opportunity* bulletin and possess eligibility on the Staff Services Analyst employment list.

# SALARY RANGES

## **PRINCIPAL PROGRAM BUDGET ANALYST III**

\$5,541 - \$6,109 per month —

\$66,492 - \$73,308 per year

## **PRINCIPAL PROGRAM BUDGET ANALYST I**

\$5,032 - \$5,547 per month —

\$60,384 - \$66,564 per year

## **STAFF FINANCE BUDGET ANALYST**

\$3,958 - \$4,775 per month —

\$47,496 - \$57,300 per year

## **ASSOCIATE FINANCE BUDGET ANALYST**

\$3,430 - \$4,139 per month —

\$41,160 - \$49,668 per year

## **ASSISTANT FINANCE BUDGET ANALYST**

\$2,853 - \$3,430 per month —

\$34,236 - \$41,160 per year

(SALARY DATA ACCURATE AS OF 7/96)

BY STATUTE THE  
DEPARTMENT OF FINANCE  
SERVES AS THE GOVERNOR'S  
CHIEF FISCAL POLICY ADVISOR  
WITH EMPHASIS ON THE  
FINANCIAL INTEGRITY OF THE  
STATE AND MAINTENANCE OF  
A FISCALLY SOUND AND  
RESPONSIBLE  
ADMINISTRATION.

## DEPARTMENT OF FINANCE OBJECTIVES

- ◆ To prepare, present, and support the annual financial plan for the State of California
- ◆ To serve as the chief fiscal policy advisor to the Governor
- ◆ To assure responsible and responsive State resource allocation within resources available
- ◆ To foster efficient and effective State structure, processes, programs and performance
- ◆ To establish integrity in State fiscal data bases and systems
- ◆ To support and promote the use of innovative information technologies within State Government